



# CONTROLLER

**Sacramento, California**

**\$82,312 - \$102,890 DOE/DOQ + Opportunity for Performance Bonuses**

## **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing and assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

## **THE POSITION**

The Controller has the primary responsibility for the integrity, accuracy, and timeliness of all accounting and financial systems, and is responsible for the development, implementation and maintenance of internal processes and controls necessary to safeguard the financial resources of the organization.

The ideal candidate will be a financial or accounting manager and Certified Public Accountant with direct experience working in a private and/or public sector federal contracting organization. The incumbent will work under the direction of the CFO and will manage professional and administrative support staff in the organization's finance department. The role of the finance department is to maintain accounts payables and receivable, prepare general ledger and related fiscal records and complex fiscal reports, project earnings and expenditures, and process claims and manage travel expense reimbursement.

## **KEY DUTIES**

- Assists CFO in developing annual unit business plan and budget designed to achieve business unit and CPS organizational and financial goals.
- Analyzes operations, trends, costs, revenues, financial commitments, and obligations incurred, to project future revenues and expenses.
- Analyzes records of financial transactions to determine accuracy and completeness of entries.
- Prepares balance sheet, income and cash flow statements, amortization and depreciation schedules, and other financial reports.
- Develops, maintains, and analyzes budgets, and prepares periodic reports comparing budgeted costs to actual costs.
- Develops, implements, modifies, and documents budgeting, cost, general, property, and tax accounting systems and controls.
- Manage performance and customer service standards of support staff in finance department.
- Other duties as required.

## **QUALIFICATIONS**

**Experience:** Expert-level knowledge of and experience in advanced principles and theory of financial and managerial accounting, investment practices and methodologies, and treasury operations; principles of project management, business and/or public administration. Six years of increasingly responsible professional accounting and auditing experience, of which at least three years as a manager or supervisor. Experience within a private sector federal contractor preferred.

**Education:** Bachelor's Degree in accounting or in public or business administration with at least 18 units in accounting.

## **SALARY AND BENEFITS**

Negotiable, based on qualifications and experiences. Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits.

## **TO APPLY**

Qualified candidates must complete an online application. Resumes will be requested during the second phase of the recruitment process. Candidates' qualifications and experiences will be screened, and personal interviews will be scheduled with the most highly qualified candidates. The successful candidate must successfully pass a background investigation.

**FINAL FILING DATE** **Open Until Filled**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*